

BROADCAST 4317

DATE: June 19, 2007

TO: Local Directors, Fiscal Managers, Adult Services Program Supervisors and Staff

TIME: 5:24 p.m.

FROM: Lynette Isbell, Director, Division of Family Services
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SUBJECT: Actions Needed to Ensure Compliance with Audit Findings Related to the Adult Services Program

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The following acronyms are used in this broadcast:

- APA-Auditor of Public Accounts
- AS/APS-Adult Services/Adult Protective Services
- LDSS-Local departments of social services
- POSO-Purchase of services order
- VDSS-Virginia Department of Social Services

This broadcast is to remind LDSS of the recommendations made by the state Auditor of Public Accounts following a routine Adult Services program audit conducted in the fall 2006. The following is a review of the audit points and the procedures required for compliance. All LDSS should be in compliance by July 1, 2007. This broadcast re-emphasizes information contained in a similar broadcast issued in April 2007.

I. Establish Control Mechanisms for Adult Services Payments

The APA recommended that VDSS require LDSS to take steps to ensure the propriety of payment for home based services. In response, LDSS are directed to:

- 1) Review Volume VII, Section I, Chapter G, "Purchase of Services," which requires the verification of the client's eligibility prior to authorization of purchase of services. Social Workers must document the client's eligibility in ASAPS and ensure that the POSO does not extend beyond the re-determination date entered in ASAPS.
- 2) Route all vendor invoices for home-based services to the appropriate social worker for review and approval prior to authorization of payments (Chapter G, Section 7, page 13).

II. Strengthen & Ensure Compliance with Policies and Procedures for Local Adult Services Programs

The APA found that some LDSS are offering clients only existing home-based care contractors or previously approved agency providers of home based care-services. This practice is not in compliance with Adult Services policy requiring that the client or his representative be offered a choice of providers (Volume VII, Section IV, Chapter D, “Long Term Care Services,” number 2.4.2). LDSS are reminded that:

If the client or his representative nominates an individual as a provider, including a family member, the LDSS must honor that choice if the nominated individual applies for approval as a home-based care provider and meets all applicable standards as an agency-approved provider of the types of services needed.

To ensure that LDSS verify the accuracy and validity of caregiver payments, home-based care providers must submit two copies of each time sheet. One copy of the timesheet will go to the vendor and the other will go to the LDSS to be used to reconcile vendor invoices.

Providers may use an agency-approved time sheet or use the VDSS Vendor Invoice form (032-02-128-2), which is available at www.spark.dss.virginia.gov/divisions/dfs/as/forms.cgi

A larger quantity of the carbon-copy version of the Vendor Invoice form (032-02-128-2) may also be ordered by email from Clemons Courier at Jkohnen@shippedsmart.com